



Australian Bureau of Statistics

1406.0.55.004 - Managing ABS Confidentialised Unit Record Files (CURFs): A Step by Step Guide, Aug 2007 (Reissue)

Latest ISSUE Released at 11:30 AM (CANBERRA TIME) 15/08/2007 Reissue

NOTE: This guide has been reissued due to amendments in the text.

Introduction

This guide provides users of ABS microdata with an overview of the process of applying for CURFs, and information about managing CURF access and data.

It is written for CURF Individual Users, Contact Officers, Responsible Officers, and Consultants and their Sponsoring Organisation. The roles and responsibilities of each are explained.

The guide does not cover every aspect of the CURF process and should be read in conjunction with the CURF Microdata pages on the ABS website. Please email <microdata.access@abs.gov.au> for any further information.

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Use of CURFs obtained under the ABS/AVCC CURF Agreement

CURFs accessed by university Users under the ABS/AVCC CURF Agreement must be used for academic research and teaching purposes only. CURFs accessed under the Agreement must not be used for commercial or income-generating projects, or used in the course of any paid or non-paid consultation work. Should an Organisation/User wish to use CURFs for such purposes, as described in the previous sentence, it must purchase the data at the current recommended retail price. More information about this can be found by viewing the [ABS/AVCC CURF Agreement](#) page on the ABS website.

If an organisation such as a government department requires a person to undertake a project using CURF data, CURFs obtained under the ABS/AVCC Agreement cannot be used. The person must either purchase the required CURFs or enter into a consultancy arrangement with the organisation.

If a person is applying to access CURFs under the ABS/AVCC Agreement and is unsure whether their project is commercial, they should contact the ABS MASS to discuss the project.

ARC and NHMRC grants can be undertaken using ABS/AVCC CURFs.

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Role and Responsibilities:

The role of the CURF Individual User is to access CURF Microdata in accordance with their signed CURF Undertaking.

Through the undertaking they have signed, Individual Users who are approved to access CURF microdata have agreed that they will:

- Use the CURF data only for the statistical purposes specified.
- Not attempt to identify particular persons or organisations.
- Keep the CURF data secure and not disclose, either directly or indirectly, the data to any other person or organisation other than members of their organisation who have been approved by the ABS to have individual access to it. (See Glossary)
- Not attempt to match, with or without using identifiers, the data with any other list of persons or organisations.
- In relation to data made available via the RADL, access the data only in a manner specifically authorised in writing by the ABS.
- Not attempt to access the data after the term of their authorisation expires, or after their authorisation is rescinded by the organisation which provided it, or after they cease to be a member of that organisation.
- Participate in the ABS CURF Annual Renewals as outlined in the Individual User Undertaking (IUU1).

In addition, Individual Users must:

- Abide by the conditions of access.
- Read the Responsible Access to ABS CURFs Training Manual and other written material regarding CURF access conditions. These are available on the ABS website CURF Microdata pages.
- Familiarise themselves with the RADL User Guide before accessing the Remote Access Data Laboratory (RADL).
- Provide a description of how the CURFs have been used in the past 12 months through the CURF Annual Renewal process.

Individuals who leave their organisation

- If the CURF Individual User leaves their organisation, they must not take copies of CD-ROMs with them, or continue to access CURFs via the ABS RADL. They must notify the organisation's CURF Contact Officer at least ten working days before departure that they are leaving, return any copies of CURFs on CD-ROM and surrender all CURF accesses.

Individuals who move to another organisation and wish to access CURFs

- The process outlined in the steps below must again be followed after a CURF Individual User joins a new organisation and wishes to again access CURFs.

Steps for CURF Individual Users to follow when applying for CURFs

1.	Read the <u>Responsible Access to ABS CURFs Training Manual</u> available from the ABS website. Understand that an Individual User's obligations are to access the CURF data only in a manner specifically authorised by ABS, and in keeping with their approved statistical purpose only.
2.	Ask their organisation's CURF Contact Officer if their organisation has access to the particular CURF required. A list of CURF Contact Officers is available on the CURF Microdata pages of the ABS website.
3.	Arrange to apply for access by selecting one of the four scenarios below. Read each scenario carefully to decide which one best suits your situation.
a	<p>If the Individual User:</p> <ul style="list-style-type: none"> a. has been approved to access CURFs previously in their current organisation; and b. the organisation already has the required CURFs <p>then the user should:</p> <ul style="list-style-type: none"> • download from the ABS website the <u>Request For Access To A CURF (REQ1) form</u>.
b	<p>If the organisation already has the CURF required and the CURF Individual User is applying to access CURFs for the first time download from the ABS website and complete the:</p> <ul style="list-style-type: none"> • <u>CURF Individual User Undertaking (IUU1)</u>; and • <u>Request For Access To A CURF (REQ1) form</u>.
c	<p>If the organisation doesn't already have access to the CURF -</p> <ul style="list-style-type: none"> • the organisation's CURF Contact Officer should arrange a <u>CURF Responsible Officer Undertaking (ROU1)</u>, if one has not already been provided to the ABS, to accompany a <u>Request For Access To A CURF (REQ1) form</u>. <p>The CURF Individual User will not need to provide a completed <u>CURF Individual Users Undertaking (IUU1)</u> if they are already an approved Individual User.</p>
d	If the organisation has never accessed CURFs before and does not currently have a CURF Contact Officer, then one will need to be appointed by the organisation.
4.	Forward the completed forms to the organisation's CURF Contact Officer to countersign and submit to the ABS.
5.	Upon approval, the ABS will notify both the CURF Individual User and their CURF Contact Officer by email that they can start using the CURF.
6.	If the CURF has been requested on CD-ROM, the organisation's CURF Contact Officer will provide the CURF Individual User with a copy of the CURF on CD-ROM, or with access permissions to the CURF securely stored on the organisation's intranet.
7.	If the CURF Individual User applies to access a CURF via the RADL, they will receive an email and letter from ABS containing a user ID and password to log onto the RADL.



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Contact Officers

Role and Responsibilities:

The role of the CURF Contact Officer is to liaise with ABS MASS and CURF Individual Users to facilitate access to ABS CURFs. Contact Officers are appointed by their organisation.

A CURF Contact Officer's main responsibilities are:

- Arranging CURF Responsible Officer Undertakings (ROU1) for their organisation.
- Assisting users with CURF Individual User Undertakings (IUU1) and Request For Access To A CURF (REQ1) forms.
- Assisting with CURF Consultant Undertakings (CON1).
- Distributing copies of CD-ROMs to CURF Individual Users.
- Keeping master copies of CD-ROMs secure. For information on keeping Microdata secure refer to the Glossary.
- Maintaining lists of the organisation's CURFs, and CURF Individual Users accessing them.
- Undertaking CURF Annual Renewal procedures.
- Returning master copies of CD-ROMs to the ABS, and destroying copies made for Individual Users.
- Ensuring removal of access permissions to CURFs in the event of users leaving the organisation.

Contact Officer's responsibilities when a User leaves the organisation

- Contact Officers must obtain all copies of CURFs on CD-ROM given to Individual Users and destroy them.
- Any CURFs loaded to the organisation's intranet that are no longer required for use by the organisation must be removed.

Steps for CURF Contact Officers to follow when applying for CURFs

1	<p>If a CURF Individual User wishes to access a CURF already in use in their organisation and the User has already completed an <u>Individual User Undertaking (IUU1)</u>, only a completed <u>Request For Access To A CURF (REQ1)</u> form is required. This must be co-signed by the CURF Contact Officer and sent to:</p> <p>Director Microdata Access Strategies Section (MASS) Australian Bureau of Statistics Locked Bag 10 Belconnen ACT 2616</p>
2	<p>MASS will process the application and when finalised will advise both the CURF Individual User and Contact Officer by email.</p>

3	<p>If the User has requested access to a CURF on CD-ROM the Contact Officer must:</p> <ul style="list-style-type: none"> • provide a <u>copy</u> of the CURF on CD-ROM to the approved Individual Users, being careful to retain the master copy of the CURF in a secure location. • keep a record of which Users have copies of CURFs to assist with the Annual Renewals process.
4	<p>If a User asks to access a CURF their organisation doesn't already have and the current Responsible Officer has previously signed a <u>Responsible Officer Undertaking (ROU1)</u>:</p> <ul style="list-style-type: none"> • the CURF Contact Officer need only have the user download a <u>Request For Access To A CURF (REQ1) form</u> from the ABS website, complete it and return it to MASS for processing. • concurrently with these actions, the Contact Officer will ensure that if the User has not accessed CURFs previously they should also complete an <u>Individual User Undertaking (IUU1)</u> to accompany the <u>Request For Access To A CURF (REQ1)</u> form.
5	<p>If the User has requested access to a CURF via the ABS RADL, they will receive a letter from the ABS containing a password to allow them to access the RADL, along with instructions on how to access the CURF via the RADL. All documentation is sent to the CURF Contact Officer to distribute to approved Individual Users.</p>
6	<p>Original signed application forms must be submitted to ABS. Emailed or faxed applications are only acceptable by ABS pending receipt of originals.</p>

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Responsible Officers

Role and Responsibilities:

The role of the Responsible Officer is to enable the organisation to access CURFs, and to support Individual User access to CURFs. Responsible Officers do this by undertaking that their organisation will use CURFs appropriately, which requires the completion of a Responsible Officer Undertaking (ROU1) form. In signing the Undertaking, the CURF Responsible Officer is agreeing that their organisation, and the users within it, will comply with all ABS requirements pertaining to the release of CURFs.

The Responsible Officer undertakes that the organisation will:

- Use the CURF provided to this organisation only for approved statistical purposes.
- Not attempt to identify particular persons or organisations.
- Not disclose, either directly or indirectly, information obtained from the CURF to any other person or organisation.
- Not attempt to match, with or without using identifiers, the information obtained from the CURF with any other list of persons or organisations.
- Maintain a register of the name of each member of this organisation who is authorised by this organisation to have access to the CURF and ensure that each person so authorised has, prior to that access:
 - i. given a personal undertaking to the ABS relevant to that access; and
 - ii. been notified by the ABS that their individual access to the CURF has been approved.
- Comply with ABS Annual Renewal requirements for continued access to the CURF.
- For the purposes of conducting a compliance audit concerning the observance of the terms and conditions under which CURF information is disclosed, allow the ABS officers, auditors or their nominated representatives access to all necessary documents and information.
- Return all CURFs on CD-ROM and all copies of CURFs (if any) to the ABS when they are no longer required.

Important Information for Responsible Officers

Only one CURF Responsible Officer Undertaking (ROU1) is required from an organisation unless the Responsible Officer changes.

Steps for CURF Responsible Officers to follow when applying for CURFs

1	<p>A Responsible Officer should read the <u>Responsible Access to ABS CURFs Training Manual</u> and other written material regarding CURF access conditions which is available on the ABS website CURF Microdata pages.</p> <p>It is also recommended that the Responsible officer become familiar with the <u>CURF Responsible Officer Undertaking (ROU1)</u> to ensure they have a full understanding of their organisation's obligations and responsibilities.</p>
2	<p>Complete and sign a <u>CURF Responsible Officer Undertaking (ROU1)</u>, and provide it to the CURF Contact Officer for counter signing and submission to the ABS.</p>
3	<p>Responsible Officers will be required to sign the Annual Renewal declaration in order to "reaffirm" the agreement between the organisation and the ABS.</p>

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Consultants

Organisations may sponsor a Consultant from outside their own organisation to undertake a particular research project, using a CURF that has been released to that organisation.

Role and Responsibilities:

The Consultant must:

- Undertake to abide by the conditions of access.
- Read the [Responsible Access to ABS CURFs Training Manual](#) and other written material regarding CURF access conditions. These are available on the CURF Microdata pages on the ABS website.
- Familiarise themselves with the RADL User Guide before accessing the RADL.
- Surrender all access permissions to CURFs at the completion of the consultancy.
- Return all analytical material and CURFs back to the Sponsoring Organisation once the consultancy project is finished.

Consultants who are approved to access CURF Microdata have undertaken that they will:

- Use the CURF only for the statistical purposes specified.
- Not attempt to identify particular persons or organisations.
- Not disclose, either directly or indirectly, the data obtained from a CURF to any other person or organisation other than members of their organisation who have been approved by the ABS to have individual access to the CURF.
- Not attempt to match, with or without using identifiers, the data obtained from a CURF with any other list of persons or organisations.
- In relation to CURF data made available via the RADL, access the data only in a manner specifically authorised in writing by the ABS.
- Not attempt to access the CURF data after the term of their authorisation expires, or after their authorisation is rescinded by the organisation which provided it, or after they cease to be a member of that organisation.

Completion of Consultancy

- Upon completion of the work, the Consultant must:
- Return any Basic CURF CD-ROMs provided for the consultancy to the ABS and ensure that their access to CD-ROM files is deactivated.
- Relinquish access to the ABS Remote Access Data Laboratory.
- Remove CURF data, outputs and analysis from servers and provide all such analysis back to the Sponsoring Organisation.
- Destroy any additional CD-ROM copies of CURFs made for all approved Consultants during the consultancy.

Extension of time for a Consultancy

- An extension of time can be requested (in writing) for the consultant's access, should access to the CURFs be required for longer than the time originally specified. A template letter can be obtained by contacting MASS.

Ownership of Results

- Results from the work undertaken by the Consultant remain the property of the Organisation, not the Consultant.

Other Requirements

The Sponsoring Organisation must be approved to access the CURFs required for the Consultancy.

Steps for CURF Consultants to follow when applying for CURFs

1	Read the <u>Responsible Access to ABS CURFs Training Manual</u> available from the ABS website. Understand that their obligations are to access the data only in a manner specifically authorised by ABS and in keeping with their approved statistical purpose.
2	Download the <u>Consultant Undertaking Form (CON1)</u> from the ABS website, complete it and send it to the Sponsoring Organisation to forward to MASS. Consultants can apply for access to as many as five CURFs on one form.

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Steps for Sponsoring Organisations

Organisations may sponsor a consultant from outside of the organisation to undertake a particular research project, using a CURF that has been released to that organisation.

Requirement

The Sponsoring Organisation must be approved to access the CURFs required for the Consultancy.

Suggestion

The role and responsibilities provided below are best undertaken by the Sponsoring Organisation's CURF Contact Officer.

Role and Responsibilities:

The role of the Sponsoring Organisation in order to access microdata is to:

- Be aware of the conditions under which the Consultant has undertaken to complete the consultancy project.
- Introduce the Consultant to ABS and provide detail of the consultancy project.
- Obtain a request for an extension of time from MASS, should the Consultant require more time to complete the consultancy project.
- Ensure that Consultants return all master copies of CURFs on CD-ROM back to ABS once the consultancy project is complete.
- At the completion of the consultancy, ensure CURF access is relinquished, by the Consultant, that their access is denied to the CURF via internal intranet, and that all outputs and analyses are provided to the Sponsoring Organisation.

Completion of Consultancy

Upon completion of the work, the Consultant must:

- Return any Basic CURF CD-ROMs provided for the consultancy to the ABS and ensure that their access to CD-ROM files is deactivated.
- Remove CURF data, outputs and analysis from their data repositories and provide all such material back to the Sponsoring Organisation.
- Destroy any additional CD-ROM copies of CURFs made during the consultancy.

Extension of time for a Consultancy

- An extension of time can be requested (in writing) for the Consultant's access, should access to the CURFs be required for longer than the time originally specified. A template letter can be obtained by contacting MASS.

Ownership of Results

Results from the work undertaken by the Consultant remain the property of the organisation, not the

Consultant.

Steps for Sponsoring Organisation to follow when hiring a Consultant

1	<p>Prepare a letter introducing the Consultant(s) and detailing the nature and expected commencement and end dates of the consultancy project.</p> <p>A sample letter (CON2) is available from the ABS web site. Note: the letter does not need to be signed by the organisation's CURF Responsible Officer.</p> <p>Information about contractual arrangements between the Consultant and the organisation regarding ownership of and analysis and intellectual property should also be advised to ABS in writing. The letter should list all the Consultants who will be working on the project and all the CURFs they require.</p>
2	<p>If the Sponsoring Organisation has not yet been approved to access the CURF(s) required for the Consultancy, the CURF Contact Officer will need to ensure a CURF Responsible Officer Undertaking (ROU1) has been supplied to MASS and a Request For Access To A CURF (REQ1) form.</p>
3	<p>Send the letter and completed CURF Consultant Undertakings (CON1) to the ABS MASS:</p> <p>Director Microdata Access Strategies Section (MASS) Australian Bureau of Statistics Locked Bag 10 Belconnen ACT 2616</p>
4	<p>Inform the Sponsoring Organisation's CURF Contact Officer of the arrangements, as they need to know about all CURFs released to their organisation, or to consultant(s) working for their organisation.</p>
5	<p>If an extension of time is required to complete the consultancy, a request for an extension of time in writing can be obtained from MASS.</p>

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